Contract Maintenance:

Activate Contracts

Objectives

Activate Contracts

Review Line Item Indicators

Activate Contracts

After contracts are downloaded to HiCAMS (during an automated task performed nightly) they must be first authorized by CCU, then activated by the Resident Engineer assigned to the contract, so it can be viewed and updated in various parts of the system when the contract work begins.

Before a contract can be activated, the system requires that the following information be verified:

◆ Contract Bill of Materials

◆ Contract Time

◆ Contract Line Item Indicators

To activate a contract, do the following:

Step 1: Log onto HiCAMS, using the instructions in "HiCAMS Getting Started."

Step 2: Select **Contract Maintenance** from the **Functions** menu and choose **Activate Contracts** from the sub-menu that appears:

The **Activate Contracts** window appears, displaying the authorized contracts awaiting activation associated with each office:

> *Tip:* *The contracts are sorted by contract number (in ascending order). To change the sort order or type, click on the corresponding column title.*

As the window is displayed, HiCAMS retrieves contract information by office, according to the Client ID used to log onto HiCAMS.

If a contract assigned to your office is not available for activation, but is *authorized* (see Contract Details), your Division Construction Engineer has the ability to change the Resident Engineer assignment on the contract, so it will be come available for activation.

Step 3:   Select the appropriate contract to activate.

The information that corresponds with the contract appears in the bottom section of the window.

Step 4:   To enter the **Estimate End Day**, click the down arrow and select the appropriate date from the list.

> *Note:* *This field can also be updated after the contract has been activated, by accessing the* **Contract Details** *window.*

Step 5:   Click the calendar button adjacent to the *Work Start* field. When the **Calendar** window appears, select the desired work start date, if known. This field is not required for activation of the contract.

Step 6:   Click in the *Fuel Base Price* field and enter the Fuel Base price listed in the contract, if any.

Step 7:   Click in the *AC Base Price* field and type the AC Base Price listed in the contract, if any.

Step 8:   Confirm that the correct routes are listed under *Type* and *Number.* To insert additional routes, click the **Insert** button on the toolbar.

Blank fields appear in the Routes area of the window, under Type and Number.

Step 9: Click the blank *Type* field and select the route type that you are adding to the contract.

Step 10: Click the *Number* field and type the route number that corresponds to the route type added in the previous step.

Step 11: If the name of the Project Engineer associated with the contract is available, click the **Staff List** button adjacent to the *Project Engineer* field and select the appropriate name from the **Staff List** window.

For instructions on using the **Staff Li**st window, see "Using the Staff List Window" in "HiCAMS Getting Started."

The system places division numbers in the *Admin Division* and *Physical Division* fields, which are defaulted based on the office of the Resident Engineer assigned to the contract.

Step 12: If the location where the actual work for the contract is being done is different from the Administrative Division, select the actual work division number in the *Physical Division* field.

Step 13: Review the check boxes at the bottom left section of the window and select or clear them, as appropriate, for the contract.

Note: The **A Plus B** check box is not available for editing.

Step 14: Click the **Save** button on the toolbar.

Step 15: Click the **Indicators** button at the bottom of the window.

Tip: Alternatively, you can double-click on "Line Item Indicators" in the Verify section in the lower right portion of the window.

The **Set Line Item Indicators** window appears:

The *Indicator* checkboxes and the *Fuel Factor* fields that are available for editing in this window have a white background.

Note: Those items displayed with a gray background cannot *be edited.*

Step 16: Confirm that the information in the window matches your contract. Select or clear any available check boxes to modify. If a Fuel Adjustment indicator needs to be set, either select its check box, or type the corresponding number in the *Fuel Factor* field. Entering a *Fuel Factor* will check the gray check box (as default) when the **Enter** key is selected.

IMPORTANT! Indicators for Major Items, AC Adjustment, and Fuel Adjustment are defaulted for the line items that are typically populated. **If your contract contains no AC or Fuel Adjustment, the defaulted line item indicators must be unchecked.**

Tip: To set several line item indicators at once by doing the following:

    1   *Press and hold down your Shift key (to select consecutive rows) or your Ctrl key (to select non-consecutive rows) in the **Set Line Item Indicators** window.*

    2   *Click all of the line item rows to set indicators.*

3   *Click the right mouse button and choose **Select** or **Deselect** from the pop-up menu that appears.*

4   *Choose the type of indicator to select or deselect from the sub-menu that appears.*

*All of the check boxes that correspond to the selected indicator are marked or cleared, depending on the choice made in step **3**, directly above.*

Step 17:   Click the **Verify** button.

The **Contract History Verification** window appears:
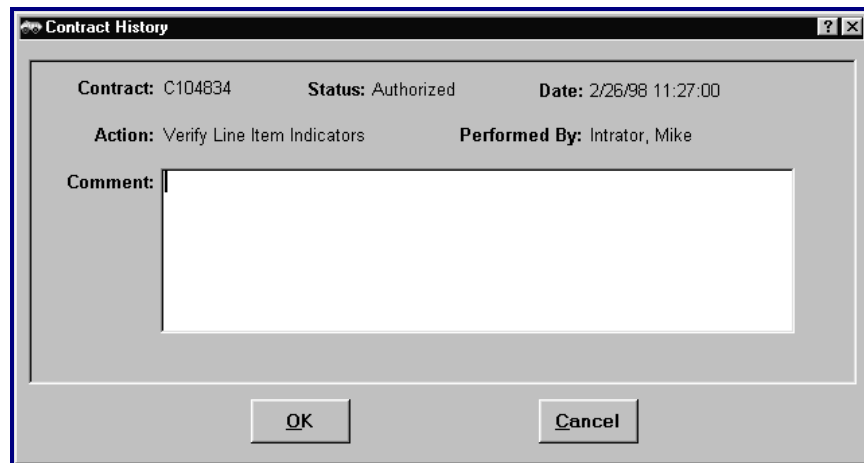
Step 18:   Enter any pertinent details using the *Comment* field. Otherwise, skip to the next step.

Step 19:   Click **OK**.

Step 20:   Close the **Set Line Item Indicators** window by clicking the standard **Close** button. The **Activate Contracts** window is re-displayed.

Step 21:   To set any warranty information at this time, click the **Warranties** button at the bottom of the **Activate Contracts** window.

The **Warranties** window appears. Follow the instructions for setting warranties described in the section "Setting Contract Warranties."

Step 22: Click the right mouse button to open a short cut menu in the **Verify** section of the window. Select the menu item **Review Contract BOM**.

> *Note:* *For instructions on how to review and verify information in this window, see the section "**Verifying Contract Bill of Materials**".*

Step 23: Click the **Verify** button.

When you click the **Verify** button, the following error message may display: "There are conversion factors which have not been set yet. Do you wish to continue with the verification?" To quickly find these items, go to **Standard Reports** and view your Contract Bill of Materials. Any Material that contains a "Y" in the column **Master Conversion Unknown** will require a conversion factor to be entered, or the material will need to be deleted from the Line Item. This can be performed at this time, or after Activation.

Materials and Conversion Factors on the CBOM can be updated throughout the life on the contract.

Step 24: Continue with the Verification, entering any pertinent comments and closing the **Review Contract Bill of Materials** window.

Step 25: Click the right mouse button to open a short cut menu in the **Verify** section of the window. Select the menu item **Review Contract Times**. Confirm that all Contract Times are accurate.

> *Note:* *For instructions on how to review and verify information in this window, refer to the section "**Verifying Contract Times**".*

Step 26: Click the **Verify** button. Enter any pertinent comments and close the **Review Contract Times** window.

Step 27: Click the **Activate** button.

> *Note:* *If you receive the following error message, refer to Step 16:*

Please provide the following required information for activation:
- Fuel Base Price
- AC Base Price

OK

If all information was entered correctly, a confirmation message appears that indicates the contract has been successfully activated.